



Warehouse Worker

Agency Code: 7500 Class Code: 6220 Exam Code: 2PB10

Department(s):	Department of Mental Health (DMH) State Compensation Insurance Fund Department of Motor Vehicles (DMV) Department of Transportation (DOT) Department of General Services (DGS) Franchise Tax Board (FTB) Department of Parks and Recreation Department of Education (CDE) Board of Equalization (BOE) California State Lottery Employment Development Department (EDD)
Opening Date:	4/12/2012
Final Filing Date:	April 26, 2012
Type of Recruitment:	Multi-Departmental Open
Salary:	MONTHLY-RANGED-SALARY - \$2,877.00 to \$3,591.00
Tenure/Time-base:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

INTRODUCTION

Scheduling for the April 28, 2012, Written Examination is full, no additional seating is available. Future test dates to be announced. Testing for Southern California is anticipated for August of 2012.

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply. All applicants must meet the education and/or experience requirements as stated on this examination bulletin. Once you have taken the examination, you may not reapply for twelve (12) months.

SALARY

A 2,877.00 - 3,284.00

B 3,128.00 - 3,591.00

[Alternate Range Criteria Definition](#)

FILING INSTRUCTIONS

The online application filing process will consist of an online self-scheduling process. Examination dates for various locations will be posted and updated as new exam dates become available. The current examination schedule is as follows:

<u>Test Location</u>	<u>Exam Scheduling Dates</u>	<u>Day of Written Exam</u>
Sacramento:	April 26, 2012	April 28, 2012 (Saturday)
Southern Area:	Anticipated for July/August 2012	Anticipated for August 2012

Note: Future exam dates and locations to be posted.

AS A REMINDER, FILING MUST BE COMPLETED ONLINE. THE FILING DATE AND TIME IS APRIL 26, 2012 (ONLY) FROM 9AM UNTIL FILLED. THE ABILITY TO SCHEDULE WILL NOT BE AVAILABLE ONCE TEST SITES ARE FILLED.

Where to Apply: Click on the link at the bottom of the bulletin to Self-Schedule on **April 26, 2012**. Applicants are to respond to online questions to determine if they meet the minimum qualifications in order to take the written test. An immediate minimum qualification determination will be made by the online system. If an applicant qualifies, he/she will be allowed to schedule a date, time, and place to take the examination; however, space is limited and will be available on a first come basis. Once test sites are "full" applicants will not be able to apply until additional test dates are posted. These dates and locations will be posted online as they are needed. Please print the Notice to Appear for Written Test and bring it along with a photo identification card to the written test site.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact the Examination Unit at (866) 844-8671, or via the California Relay Services for the deaf or hearing impaired from TTY Phones at 1-(800)735-2929 or from voice phones at 1-(800)735-2922.

REQUIRED IDENTIFICATION

Applicants must bring photo identification or two forms of signed identification to the written examination.

ELIGIBLE LIST INFORMATION

Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires 24 months after it is established. A candidate may be tested only once during any 12 month period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Possession of a Class C California driver license (formerly known as Class 3) valid for the operation of any two-axle single-motor vehicle and one towed vehicle (i.e., a trailer with a gross weight of 6,000 pounds or less).^{*} **And**

Either I

One year of experience in the California state service [performing the duties of](#) a Service Assistant (Warehouse and Stores).

Or II

One year of experience assisting in the receipt, storage or issue of materials from a centralized stockroom or warehouse.

(*Applicants who do not possess the license will be admitted to the examination, but must secure the license prior to appointment.)

Additional Desirable Qualification: Equivalent to graduation from high school.

POSITION DESCRIPTION

Under supervision, to perform journeyperson work in the receipt, storage, inventory, and issue of materials; to use powered or non-powered materials handling equipment as necessary; may instruct, lead or supervise inmates, wards or resident workers; and to do other related work.

Positions exist throughout the State.

0100 – ALAMEDA
0400 – BUTTE
0700 – CONTRA COSTA
1000 – FRESNO
1900 – LOS ANGELES
2800 – NAPA
3000 – ORANGE
3300 – RIVERSIDE
3400 – SACRAMENTO
3600 – SAN BERNARDINO

3700 – SAN DIEGO
3800 – SAN FRANCISCO
3900 – SAN JOAQUIN
4000 – SAN LUIS OBISPO
4400 – SANTA CRUZ
4500 – SHASTA
4800 – SOLANO
4900 – SONOMA
5500 – TUOLUMNE
5700 – YOLO
5800 – YUBA

EXAMINATION INFORMATION

The examination will consist of a multiple choice written test weighted 100%. Candidates must attain an overall minimum score of 70% in order to be placed on the eligible list.

Calculator Usage:

Hand-held calculators will be permitted and issued to you on the day of the written examination.

Note: Cell phones, palm pilots, and other electronic devices may **not** be used during the examination.

SCOPE OF EXAMINATION

WRITTEN TEST - WEIGHTED 100%

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, the examination has been developed to measure relative to job demands, each competitor's knowledge and abilities listed in the "Knowledge and Abilities" section.

The examination for Warehouse Worker consists of the following four test sections:

Test Section	Subject
I	Knowledge
II	Reading Comprehension
III	Verification/Filing
IV	Arithmetic Calculations

KNOWLEDGE AND ABILITIES

A. Knowledge of:

- 1) The methods and practices used in storing, shipping, packing and unpacking materials and supplies for warehouse shipments, deliveries, and storage.
- 2) Inventory procedures and records for warehouse materials and equipment.
- 3) The powered materials handling equipment (e.g., carts, forklifts, standup lifts, pallet jacks) used in receiving, storing, and shipping materials and supplies.
- 4) The equipment and function of forklifts for safety inspection and in receiving, shipping, storing and moving warehouse materials and supplies.
- 5) The manual materials handling equipment (e.g., carts, ladders, pallet jacks, dollies) used in receiving, storing, and shipping materials and supplies.
- 6) Basic mathematical operations (e.g., addition, subtraction, multiplication, division, percentages, order of operations) for checking, counting, shipping, and tracking material.

- 7) Different units of measurement (e.g., cases, individual units) for checking, counting, shipping, and tracking material.
- 8) Common forms and documents used in receiving and shipping materials, supplies, and/or equipment.

B. Ability to:

- 1) Store materials, supplies, and equipment in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
- 2) Determine and execute proper storage methods, identification, and stock location based on shelf life and space availability.
- 3) Practice personal safety and vigilance in the identification of safety or security hazards to actively support a safe and hazard free working environment.
- 4) Use proper body mechanics while lifting to avoid injuries and comply with safe handling procedures regarding receiving, storing, and shipping materials, supplies, and/or equipment.
- 5) Discern details to receive, store, and ship materials and supplies in a safe manner.
- 6) Perform basic mathematical computations (e.g., addition, subtraction, multiplication, division, ratios, percentages) for checking, counting, shipping, and tracking material.
- 7) Identify information, materials, and resources needed to complete a project or assignment.
- 8) Complete tasks in a timely, detailed, and orderly manner.
- 9) Identify and anticipate problems and act proactively.
- 10) Analyze and evaluate situations accurately and thoroughly to determine and implement effective, appropriate courses of action.
- 11) Use logic and reasoning to identify the strengths and weaknesses of alternative approaches or solutions to allow for an effective resolution of problems.
- 12) Arrange items or actions into logical orders or patterns according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- 13) Follow instructions to ensure adequate comprehension and follow through.
- 14) Read and comprehend written materials (e.g. references, summaries, memos, letters) in order to apply information and determine appropriate courses of action.

VETERANS PREFERENCE

Veterans' Preference credits **will be** added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, Veterans who have achieved permanent civil service status are not eligible to receive veterans' preference credits.

CAREER CREDITS

Career credits **will not** be added to the final score of this examination.

DISTINGUISHING CHARACTERISTICS

Neatness and willingness to do heavy manual labor in either indoor or outdoor storage areas.

CONTACT INFORMATION

If you have any questions concerning this examination, please contact:

State Personnel Board
Examination Unit
801 Capitol Mall
Sacramento, CA 95814
(866) 844-8671
or TTY 1-(800) 735-2929

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:
<http://spb.ca.gov/jobs/resources/jobspecs.htm>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the State Personnel Board, Examination Unit at (866) 844-8671, three days prior to the written test date if he/she has not received his/her notice.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant.

Standard State Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligibles will expire in one to four years unless otherwise stated on the bulletin.

If High School Equivalence is required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans', and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

California Relay Telephone Service for the deaf or hearing impaired
from TDD Phones: 1-800-735-2929 from Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT

TAKING THE EXAM

Click the link below to file for the Warehouse Worker exam.

[Click here to go to the Online Self-Scheduling System for Warehouse Worker](#)